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Secretariat

ST/AI/249/Rev.3/Amend.4
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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STANDARD OF ACCOMMODATION, TRAVEL TIME AND REST STOPOVERS*

The purpose of the present instruction is to revise and update the annex contained in ST/AI/249/Rev.3 of 29 March 1989 on standard of accommodation, travel time and rest stopovers. Administrative instruction ST/AI/249/Rev.3/Amend.3 is hereby superseded. The revised annex will enter into effect from the date of the present amendment.

* Personnel Manual index No. 7103.

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Annex

TRAVEL TIME AND REST STOPOVERS

Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
From New York to:			
Afghanistan (Kabul)	X	2	3
Albania (Tirana)	X	1	2
Algeria (Algiers)	X	1	2
Andorra (Andorra La Vella)	X	1	2
Angola (Luanda)	X	2	3
Antigua and Barbuda (St. John's) .		0	1
Argentina (Buenos Aires)	X	1	2
Armenia (Yerevan)	X	2	3
Australia (Canberra)	X	2	3
Austria (Vienna)	X	0	1
Azerbaijan (Baku)	X	2	3
Bahamas (Nassau)		0	1
Bahrain (Manama)	X	2	3
Bangladesh (Dhaka)	X	2	3
Barbados (Bridgetown)		0	1
Belarus (Minsk)	X	1	2
Belgium (Brussels)		0	1
Belize (Belmopan)		0	1
Benin (Porto Novo)	X	1	2
Bhutan (Thimphu)	X	2	3
Bolivia (La Paz)	X	1	2
Bosnia and Herzegovina (Sarajevo)	X	1	2

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Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Botswana (Gaborone)	X	2	3
Brazil (Brasilia)*	X	1	2
Brunei Darussalam (Bandar Seri Begawan)	X	2	3
Bulgaria (Sofia)	X	1	2
Burkina Faso (Ouagadougou)	X	2	3
Burundi (Bujumbura)	X	2	3
Cambodia (Phnom Penh)	X	2	3
Cameroon (Yaounde)	X	2	3
Canada (Ottawa)		0	1
Cape Verde (Praia)	X	1	2
Central African Republic (Bangui)	X	2	3
Chad (N'Djamena)	X	2	3
Chile (Santiago)	X	1	2
China (Beijing)	X	2	3
Colombia (Bogota)		0	1
Comoros (Moroni)	X	2	3
Congo (Brazzaville)	X	2	3
Costa Rica (San Jose)		0	1
Côte d'Ivoire (Yamoussoukro)	X	1	2
Croatia (Zagreb)	X	1	2
Cuba (Havana)	X	1	2
Cyprus (Nicosia)	X	1	2
Czech Republic (Prague)	X	0	1

* No stopovers are authorized on travel to Sao Paulo.

Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Democratic People's Republic of Korea (Pyong Yang)	X	2	3
Denmark (Copenhagen)		0	1
Djibouti (Djibouti)	X	2	3
Dominica (Roseau)		0	1
Dominican Republic (Santo Domingo)		0	1
Ecuador (Quito)		0	1
Egypt (Cairo)	X	1	2
El Salvador (San Salvador)		0	1
Equatorial Guinea (Malabo)	X	2	3
Eritrea (Asmara)	X	2	3
Estonia (Tallinn)	X	1	2
Ethiopia (Addis Ababa)	X	2	3
Fiji (Suva)	X	2	3
Finland (Helsinki)		0	1
France (Paris)		0	1
Gabon (Libreville)	X	2	3
Gambia (Banjul)	X	1	2
Georgia (Tbilisi)	X	2	3
Germany (Berlin)*		0	1
Ghana (Accra)	X	1	2
Greece (Athens)	X	1	2
Grenada (St. George's)		0	1
Guatemala (Guatemala City)		0	1

* Travel time to points in Germany may increase depending on season. Check with Travel Unit.

Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Guinea (Conakry)	X	1	2
Guinea-Bissau (Bissau)	X	1	2
Guyana (Georgetown)		0	1
Haiti (Port-au-Prince)		0	1
Honduras (Tegucigalpa)		0	1
Hungary (Budapest)	X	0	1
Iceland (Reykjavik)		0	1
India (New Delhi)	X	2	3
Indonesia (Jakarta)	X	2	3
Iran (Islamic Republic of) (Tehran)	X	2	3
Iraq (Baghdad)	X	2	3
Ireland (Dublin)		0	1
Israel (Tel Aviv)	X	1	2
Italy (Rome)	X	0	1
Jamaica (Kingston)		0	1
Japan (Tokyo)	X	1	2
Jordan (Amman)	X	1	2
Kenya (Nairobi)	X	2	3
Kazakstan (Almaty)	X	2	3
Kuwait (Kuwait)	X	1	2
Kyrgyzstan (Bishkek)	X	2	3
Lao People's Democratic Republic (Vientiane)	X	2	3
Latvia (Riga)	X	1	2
Lebanon (Beirut)	X	1	2
Lesotho (Maseru)	X	2	3

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Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Liberia (Monrovia)	X	2	3
Libyan Arab Jamahiriya (Tripoli) .	X	1	2
Liechtenstein (Vaduz)		0	1
Lithuania (Vilnius)	X	1	2
Luxembourg (Luxembourg)	X	1	2
Madagascar (Antananarivo)	X	2	3
Malawi (Lilongwe)	X	2	3
Malaysia (Kuala Lumpur)	X	2	3
Maldives (Male)	X	2	3
Mali (Bamako)	X	1	2
Malta (Valletta)	X	1	2
Marshall Islands (Majuro)	X	2	3
Mauritania (Nouakchott)	X	1	2
Mauritius (Port Louis)	X	2	3
Mexico (Mexico City)		0	1
Micronesia (Federated States of) (Kolonia)	X	2	3
Monaco (Monte Carlo)*		0	1
Mongolia (Ulan Bator)	X	2	3
Morocco (Rabat)**	X	1	2
Mozambique (Maputo)	X	2	3
Myanmar (Yangon)	X	2	3
Namibia (Windhoek)	X	2	3

* Travel time may be affected by season.

** No stopovers are authorized on travel to Casablanca.

Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Netherlands (Amsterdam)		0	1
New Zealand (Wellington)	X	2	3
Nepal (Kathmandu)	X	2	3
Nicaragua (Managua)	0	0	1
Niger (Niamey)	X	2	3
Nigeria (Abuja)	X	1	2
Norway (Oslo)		0	1
Oman (Muscat)	X	2	3
Pakistan (Islamabad)	X	2	3
Palau (Koror)	X	2	3
Panama (Panama)		0	1
Papua New Guinea (Port Moresby) ..	X	2	3
Paraguay (Asuncion)	X	1	2
Peru (Lima)		0	1
Philippines (Manila)	X	2	3
Poland (Warsaw)	X	0	1
Portugal (Lisbon)		0	1
Qatar (Doha)	X	2	3
Republic of Korea (Seoul)	X	1	2
Republic of Moldova (Chisinau) ...	X	2	3
Romania (Bucharest)	X	1	2
Russian Federation (Moscow)	X	1	2
Rwanda (Kigali)	X	2	3
Saint Kitts and Nevis (Basseterre)		0	1
Saint Lucia (Castries)		0	1

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Country and city	A ~~Journeys~~ involving flying time exceeding 9 hours	B ~~Rest~~ stopovers (days)	C ~~Travel time~~ (days) for home leave and family visit travel
Saint Vincent and the Grenadines (Kingstown)		0	1
Samoa (Apia)	X	2	3
San Marino (San Marino)	X	1	2
Sao Tome and Principe (Sao Tome) .	X	2	3
Saudi Arabia (Riyadh)	X	1	2
Senegal (Dakar)	X	0	1
Seychelles (Victoria)	X	2	3
Sierra Leone (Freetown)	X	2	3
Singapore (Singapore)	X	2	3
Slovakia (Bratislava)	X	1	2
Slovenia (Ljubljana)	X	1	2
Solomon Islands (Honiara)	X	2	3
Somalia (Mogadishu)	X	2	3
South Africa (Pretoria)	X	2	3
Spain (Madrid)		0	1
Sri Lanka (Colombo)	X	2	3
Sudan (Khartoum)	X	2	3
Suriname (Paramaribo)	X	1	2
Swaziland (M'Babane)	X	2	3
Sweden (Stockholm)		0	1
Switzerland (Geneva)		0	1
Syrian Arab Republic (Damascus) ..	X	1	2
Tajikistan (Dushanbe)	X	2	3
Thailand (Bangkok)	X	2	3
The former Yugoslav Republic of Macedonia (Skopje)	X	1	2